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14 JUL 1972

MEMORANDUM FOR: Deputy Director, Personnel Security

SUBJECT : Agency Annual Report, FY 1972

REFERENCE : Memorandum from Acting DD/S, Same
Subject, file DD/S 72-2676, dtd
6 July 1972

1. The submission of the Security Records and Communications Division in response to subject report is set out below, following the guidelines established by referent:

a. Major Developments

(1) The Case Processing and Evaluation Reports-Office of Security (CAPER-OS) data management system design was completed and submitted by the Support Information Processing Staff (SIPS) CAPER Design Team. It was also accepted by the Director of Security. A CAPER-OS Working Group within the Office of Security is now working with SIPS to implement this system.

b. Major Accomplishments and Failings

(1) Records Processing

(a) On 30 November 1971, the CAPER Design Team of SIPS submitted a data management design to the Office of Security for computerizing its case processing and reports evaluating activities. A CAPER Design Task Force was established 10 January 1972 to explore in depth the ramifications of the proposed CAPER data management system and to recommend to the Director of Security the acceptance, rejection or modification of the system. The CAPER

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Design was accepted by the Director of Security on 23 March 1972. A CAPER-OS Working Group was then established 21 April 1972 to work with the SIPS Task Force to ensure the implementation of the system.

(2) Records Management

(a) Space for storing records is the prime concern of records management in SR&CD. This concern, coupled with the net zero growth program established for the Agency's Record Center, resulted in having the Support Service Staff conduct a file management study of SR&CD. The results of this study encouraged the adoption of a microfiche program for retired files. In a pilot project, 3 cubic feet of files were reduced to $3\frac{1}{2}$ linear inches of 4" by 6" microfiche diazo aperture cards. A requisition for a microfiche step and repeat camera, a microfiche reader and printer, and three microfiche readers was submitted just prior to the requisitioning deadline for FY 1972.

(b) Other measures aimed at reclaiming storage space at Headquarters were:

1. To require the removal of all extraneous material from security files by OS professional employees as these files are reviewed for other purposes. OS Directive 72-3, dated 17 January 1972 directed that this be done as time permits.

2. The retirement criteria for OS files were revised 13 January 1972, shortening the period for file retention at Headquarters to one year following a cancellation action, a notice of death or retirement.

(3) Other Items of Interest

(a) On 29 October 1971 the Director of Security was made responsible for establishing and maintaining a centralized data base covering leaks of intelligence information to public information media. The maintenance of this data base was made a responsibility of

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the Deputy Chief, [redacted] SR&CD. For this purpose, a codeword retention area was established in SR&CD. The developed data base was instrumental on 23 May 1972 in assisting the Security Officer of the Intelligence Directorate in identifying some documents for the General Counsel.

(b) On 3 December 1971, the Information Processing Coordinator advised the Chairman of the Information Processing Board that while it was technically feasible to operate the OS SANCA Index under the Plan Directorate's STAR software, the systems should be kept separate to protect the privacy of the information in the SANCA system, a position supported by the Director of Security in light of the increasing pressure from the legislative and private sectors of the country for utmost protection of privacy information in computer data bases.

c. Ahead

(1) In FY 1973 it is anticipated that the CAPER-OS data management system will go on-line 1 October 1972. However, it will require about nine months to build the necessary data bank in the system. During this period it will be necessary to input data into the CAPER-OS system while simultaneously continuing to operate the present manual case processing control system to assure that continuity in case control and statistical reporting remain unbroken.

(2) Although the manpower resources of SR&CD were reduced from 90 to 88 employees as of 1 July 1972, it is hoped that the microfiche program for retired files can be implemented in a way that will see a net reduction in the retirement holdings of files at the Agency Record Center.

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2. A brief chronology of events as requested by referent
is appended as Attachment I.

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[Redacted]
Chief, Security Records and
Communications Division

Attachment:
As Stated

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FY 1972

- 29 October 1971 - Director of Security made responsible for the establishment and maintenance of a data base covering intelligence leaks to public information media.
- 24 November 1971 - The Executive Officer, OS requests the Chief, Support Services Staff to assist the OS Records Management Officer in exploring available systems to reduce file storage needs in SR&CD.
- 30 November 1971 - The CAPER Design Team submits the design for a case processing and reports evaluation data management system to the Office of Security.
- 3 December 1971 - The Information Processing Officer advises the Chairman, Information Processing Board that the OS SANCA Index should not be combined with DD/P's STAR Index even though technically, feasible, to protect the privacy of the SANCA Index.
- 10 January 1972 - A CAPER Design Task Force is established to examine the CAPER Design and recommend a course of action to the Director of Security.
- 13 January 1972 - Retirement Criteria for OS files are revised to shorten the period of file retention at Headquarters after cancellation of interest, death or retirement.
- 17 January 1972 - Office of Security Directive 72-3 is issued requiring professional OS employees to purge OS files of extraneous material.
- 23 March 1972 - The Director of Security accepts the CAPER-OS Design.
- 21 April 1972 - A CAPER-OS Working Group is established to guide the implementation of the CAPER-OS data management system.
- 10 May 1972 - The Director of Security approves the requisitioning of necessary microfiche equipment.

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